

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Partnering Program Manager

Position Number: 54180032, 54180033 Location: Varied

Department: Transportation

Division and Bureau: Engineering Division/Construction Engineering Services Bureau

Section and Unit: n/a

Job Overview: This position is a Partnering Program Manager for the Construction Engineering Services Bureau of the Montana Department of Transportation. The position is responsible for developmental tasks that affect statewide construction/preconstruction operating procedures, implementing the agency's Partnering Program, Dispute Resolution Program, Critical Path Method Scheduling (CPM), and Consultant Contract Administration (CEI) Program. The position is also responsible for developing and evaluating policies, procedures, plans, and specifications; providing engineering, contract administration, technical guidance and advice to districts, other bureaus, and legal staff; project oversight and review activities; investigating and developing solutions to complex construction administration problems and deficiencies. The incumbent reports to the Construction Engineering Service Bureau Chief (position 80019).

Essential Functions (Major Duties or Responsibilities):

Program Management - 60%

- Partnering Program Management
 - Manage, implement, and update the agency's Partnering Program to include:
 - Manage, implement, and update the agency's Partnering Guide and specifications
 - Manage, implement, and conduct the Partnering Training Requirements
 - Manage, implement, and conduct the Partnering meetings to include facilitation of Level 1 Partnering.

- Manage, implement, and oversee the Escalation/Issue Resolution Ladder requirements.
 - Monitor contracts and active construction projects for conformance and consistency with the Partnering program, engineering and construction practices, policies, Federal Regulations (CFRs), Federal Oversight Agreement, procedures, contract language and for adherence to specifications, policies and construction practices.
 - Provide technical expertise, oversight and compliance of active construction projects.
 - Conduct annual analysis of Partnering and implementation of lessons learned into the department's specification, policies, contract language, etc.
- Construction Dispute Resolution Program Management
 - Manage, implement, and update the agency's Dispute Resolution Process and Programs to include:
 - Partnering Dispute Resolution Ladder Process
 - Construction Claims Program to include the Claims Tracker program; claims processes, procedures, and specifications; conducting annual analysis of claims and implementation of lessons learned into the department's specification, policies, contract language, etc., to analyze the effectiveness and benefits of Partnering.
- Manage the Department's CPM Scheduling Program & Processes to incorporate the benefits of CPM scheduling with a successful project specific Partnering Program and communication tool.
 - Oversee the CPM scheduling requirements.
 - Conduct CPM training.
 - Conduct CPM analysis on disputes and claims and measure the effectiveness of CPM scheduling within the Partnering Program.
 - Incorporate CPM Lesson Learned into the department's specification, policies, contract language, etc.
- Manage the Department's Statewide Construction CEI Program
 - Conduct statewide oversight of CEI Monitors.
 - Monitor active CEI Administered construction projects for conformance and consistency with engineering and construction practices, policies, CFRs, Federal Oversight Agreement, procedures, contract language and for adherence to specifications, policies, and construction practices.
 - Provide technical expertise, oversight, and compliance of active CEI administered construction projects.
 - Conduct annual analysis of CEI projects and implementation of lessons learned into the department's CEI Program, specification, policies, contract language, etc.

- Facilitate statewide monthly CEI meetings.

Project Review, Oversight, Professional and Technical Assistance - 35%

Evaluates assigned projects through design and field reviews during major project phases; oversees and evaluates specification requirements, Partnering, CPM Scheduling, CEI administration, dispute resolution process, coordinates or conducts investigations of construction and specification deficiencies.

- Evaluate assigned projects through design and field reviews during major phases of projects (or on call-outs) and provide professional and technical assistance, and develop analyses.
- Develop alternatives and innovative approaches to complex construction problems and coordinate or conduct investigations of construction deficiencies during construction phases to rectify deficiencies and develop solutions.
- Provide construction and administration oversight and guidance on projects to identify how they relate to project needs and activities. Develops and implement uniform contract administration measures. Monitor the effectiveness of contract administration policy and procedures and make recommendation to improve efficiency or cost effectiveness.
- Act in advisory capacity in litigious situations, develop claim recommendations and evaluate contractor claims to determine the merits of individual claims regarding contract requirements, delays, financial settlements, and other issues associated with specific projects.
- Research and implement new technologies & innovations for construction.
- Review and approve contract changes through the change order process. Perform advanced analysis of value-engineering proposals and develop recommendations.

Professional Review and of Plans, Special Provisions, Policies, and Procedures:

- Conduct reviews of plans, specifications, and special provisions for planned and active construction projects to ensure projects are constructible (prior to award), comply with professional standards and concepts, Partnering, CPM Scheduling, CEI administration, the dispute resolution process, established state and federal standards, and to develop and maintain construction specifications and standards.
- Conduct initial plan assessments, research past MDT projects and precedents and assess current materials, perform advanced project work using engineering concepts and tools and assess various project completion methods to ensure compliance with state and federal requirements.
- Develop solutions to a broad range of project deficiencies and contract administration problems to facilitate project completion and ensure compliance with federal and state construction and contract requirements. Identify areas of non-compliance and determine solutions.
- Provide technical consultation and advice to Districts and design staff on Partnering, CPM Scheduling, CEI administration, dispute process standards and requirements.

- Researches and implements innovations in Partnering, CPM Scheduling, CEI administration, dispute resolution processes, construction technologies, and design to determine their applicability to state and department operations. Conducts studies to develop and write specifications for new processes and procedures. Research, develop, analyze, implement and trouble shoot new technologies for construction.

Other Duties as Assigned - 5%

Performs a variety of other engineering, project management, public relations and other activities as assigned by Bureau Chief, Construction Engineer, and Administration Engineer in support of the department mission and division objectives.

Supervision

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

- Operate a motor vehicle.
- Negotiate and walk on construction projects.
- Walk at various heights.
- Negotiate over uneven terrain.
- Field work conducted in all kinds of weather conditions; in and around heavy traffic; in and around construction equipment and facilities with extensive noise, dust, smoke, fumes, high temperatures and hazardous materials.
- Travel throughout the state (in excess of 25,000 miles per year) to highway project locations to oversee multiple sites, and out of state travel by airline to national conferences and meetings.
- Loading, hauling, delivering, and unloading traffic control devices, equipment, and construction materials weighing up to 60 pounds.

Predominant work is performed in an office and in a field environment. Field work is conducted in all kinds of weather conditions; in and around heavy traffic; in and around construction equipment and facilities with extensive noise, dust, smoke, fumes, high temperatures and hazardous materials. The work performed may include the investigation of sites where unknown and potentially hazardous substances are encountered. The position involves travel throughout the state (in excess of 25,000 miles per year) to highway project locations to oversee multiple sites and may be called out on short notice to investigate or develop solutions within short and inflexible time frames. The field work involves hazards and demands associated with an active road construction site including exposure to asphalt fumes, traffic, weather, loud noises, and overhead construction equipment;

traversing rough terrain; and extreme weather and driving conditions. Work requires walking and standing on backslopes, inslopes, and structures under various stages of construction; involves contentious situations regarding enforcement of policies, procedures, and standards. Work often requires loading, hauling, delivering, and unloading heavy aggregate, asphalt, and concrete samples. Office duties in the field may be performed in a field office environment, on hoods or seats of vehicles and in hotel rooms.

Knowledge, Skills and Abilities (Behaviors):

Thorough knowledge of the concepts and theories of civil engineering, construction, Partnering, dispute resolutions, scheduling, the physical sciences, and highway design; methods and practices of highway construction and construction engineering; engineering policy, highway planning processes, business administration, budget monitoring, organizational theory, materials properties, specifications, construction safety practices, public administration, program management, planning, negotiation and consensus building; advanced computer operating and trouble shooting, claims management and construction; ability to apply knowledge in new and innovative ways to find unique and unprecedented solutions to problems associated with major projects, policies, construction procedures and methods.

Skill in reading and interpreting complex plans, specifications, and contract documents; project management; drawing conclusions and making recommendations; assessing construction plans and projects; design and project layout and surveying; communication and negotiation; regulate and resolve conflicts; analyze and evaluate numerous contracts simultaneously; planning and conducting presentations and training; developing and administering a variety of diverse projects and functions; and developing ideas and solutions for complex problems finding innovative ways to unique solutions to transportation construction and engineering problems using principles and practices of engineering combined with new computer and construction technology; defending controversial issues and policies.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to bachelor's degree in Civil Engineering, Construction Engineering Technology, or a closely related field.

This position requires a minimum of BA and four (4) years of progressively responsible experience that may include: Partnering, dispute resolution, CPM scheduling, CEI, project planning, design, construction, contract administration or maintenance.

Alternative qualifications include any combination of additional related work experience and education equivalent to the minimum qualifications:

Special Requirements:

List any other special required information for this position.

☐

Fingerprint check

☒

Valid driver's license

☐

Background check

☐

Other; Describe

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
Paul Jagoda		4-30-21

Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Construction Specialist 2

Job Code Number: S11012

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date